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Executive Registry

6-4944

JAN 7 1955

MEMORANDUM FOR: Deputy Director (Administration)

SUBJECT : Temporary Duty (TDY) Foreign Travel 1 July 1954
to 31 December 1954

1. The tabulations transmitted herewith supply the information on TDY foreign travel authorized for headquarters staff personnel between 1 July and 31 December 1954 in line with our discussion on 30 December 1954. As indicated at that time, the travel orders authorized by the various organizational components were the source documents. In consequence, the tabulations contain certain weaknesses which should be taken into consideration when making use of the data presented. These are:

a. Not all travel authorized is necessarily completed. It is estimated that over 90% of the travel authorized is actually undertaken.

b. Data contained in the travel orders for duration of trip and cost are estimated. Although the general tendency is to over-estimate both of these factors, several under-estimates were noted.

c. The travel orders, of necessity, were tabulated by authorizing component which is not in all instances the organizational component of the traveler. (For example, two authorizations for travel of employees of the General Counsel and two authorizations for employees of the Comptroller were authorized by the Plans Group during this period and are charged to Plans Group in the tabulations.)

2. The summary schedule for all the travel authorized includes a column to indicate the percent of total trips authorized by each organizational component. Almost 48 percent of the total number of trips were authorized by the DD/P area divisions while all other components of the Plans Group accounted for an additional 17 percent. The Intelligence Group authorized over 16 percent of total trips. The almost 8 percent of total recorded for Administration includes 5 percent of the total for Security. The remaining 11 percent of total was distributed among the DCI, Training, Communications, and Personnel with Communications alone accounting for nearly 8 percent.

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3. Of the total travel authorized 172 trips or 40% was for travel in Europe. In addition, 31 trips or 7% was for travel in multi-areas which included travel in Europe.

4. Additional detail indicating names of individual travelers and the countries in which travel was authorized is available in this office. This data will be provided if desired.

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Deputy Comptroller

Attachments

Schedules 1 through 6